

Secretary of Administration

SECRETARY OF ADMINISTRATION



SECRETARY OF ADMINISTRATION

Location: 1111 East Broad Street, 3rd Floor
Richmond, Virginia 23219
Tel. (804) 786-1201 Fax (804) 371-0038
Internet: www.administration.virginia.gov

Lisa Hicks-Thomas.....Secretary
Charles JamesDeputy Secretary
Logan Pugh.....Assistant Secretary
Laura JenningsExecutive Assistant

SECRETARY OF ADMINISTRATION

The Secretary of Administration advances Governor McDonnell's vision of a Commonwealth of Opportunity through efficient and effective management of the people's resources.

The seven state agencies in the Administration secretariat manage the Commonwealth's buildings and grounds, administer employee policies and benefits, oversee elections, safeguard human rights, work to improve manager-employee relations in state government, direct state funds to constitutional officers, and the development of Virginia's small, minority-owned, women-owned, and service-disabled veteran-owned businesses.

COMMONWEALTH COMPETITION COUNCIL

Location:	1111 East Broad Street Richmond, Virginia 23219 Tel. (804) 786-5064 Fax (804) 786-3291 Internet: www.egovcompetition.com
Code Reference:	§ 2.2-2621
Purpose, Powers and Duties:	The council shall examine and promote methods of providing a portion or all of select government-provided or government produced programs and services through the private sector by a competitive contracting program, and advise the Governor, the Small Business Commission, and the executive branch agencies of the council's findings and recommendations. Review the practices of government agencies and nonprofit organizations that may constitute inappropriate competition with private enterprise.
Composition:	The Council shall be composed of fifteen members to be appointed as follows: four employees of executive branch agencies to be appointed by the Governor; two members of the House of Delegates to be appointed by the Speaker of the House; two members of the Senate to be appointed by the Senate Committee on Rules; three members of the private sector to be appointed by the Governor; two members of the private sector to be appointed by the Speaker of the House; and two members of the private sector, who shall be private sector members of the Small Business Commission, to be appointed by the Senate Committee on Rules.
Term:	Legislative members shall serve on the Council until the expiration of their terms of office or until their successors shall qualify. All nonlegislative members shall be appointed for terms of three years. No person shall be eligible to serve for or during more than two successive three-year terms. Executive branch agency members shall serve only as long as they retain their positions.
Executive Director:	Peggy Robertson
Membership:	Gubernatorial Appointees Marian M. Pegram, Alexandria.....term expires 6/30/09 Roger E. Ortega, Sr., Moseleyterm expires 6/30/10 David Smith, Richmond.....term expires 6/30/10 Barry Green, Ashland.....term expires 6/30/10 Samuel Hayes, III, Mechanicsville.....term expires 6/30/11 Daniel R. Odio-Páez, Washington, D.C.term expires 6/30/11 David A. Von Moll, Richmond.....term expires 6/30/11 Senate Appointees Senator Emmett W. Hanger, Jr., Mount Solon Senator R. Edward Houck, Spotsylvania Robert Archer, Salem.....term expires 6/30/13 Carlos Del Toro, Stafford.....term expires 6/30/13 House Appointees

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Delegate Timothy D. Hugo, Centreville
 Delegate Thomas Davis Rust, Herndon
 Howard P. Estes, Jr., Esq., Richmond.....term expires 6/30/13
 Geoffrey Segal, Falls Churchterm expires 6/30/13

COMPENSATION BOARD

Location: Oliver Hill Building Mailing: Post Office Box 710
102 Governor Street, Room 120 Richmond, Virginia 23218-0710
Richmond, Virginia 23219
Tel. (804) 786-0786 Fax (804) 371-0235
Internet: www.scb.virginia.gov

Code Reference: § 15.2-1636.5

Purpose, Powers and Duties:	The board shall review and annually approve the budgets submitted by constitutional officers and reimburse the localities, in accordance with statutes, for the Commonwealth's share of authorized salaries and expenses of the constitutional officers and their employees.
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Composition: The Auditor of Public Accounts and the State Tax Commissioner shall serve as ex officio members, and one member, who may or may not be an officer or employee of the Commonwealth, who shall be appointed and designated as chairman of the board by the Governor.

Term: Pleasure of the Governor

Chairman: Frank Drew, Virginia Beach

Ex Officio

Walter J. Kucharski, Auditor of Public Accounts
Craig Burns, State Tax Commissioner

STATE BOARD OF ELECTIONS

Location: Washington Building
1100 Bank Street, First Floor
Richmond, Virginia 23219-3485
Tel. (804) 864-8901 Fax (804) 371-0194
Toll Free (Within VA) 800-552-9745; TDD 800-260-3466
Internet: www.sbe.virginia.gov

Code Reference: § 24.2-102

Purpose, Powers and Duties:	To supervise and coordinate the work of the county and city electoral boards and the registrars as to obtain uniformity in their practices and proceedings and legality and purity in all elections.
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Composition: Three members appointed by the Governor, subject to confirmation by the General Assembly. In the appointment of the Board, representation shall be given to each of the political parties having the highest and next highest number of votes in the Commonwealth for Governor at the last preceding gubernatorial election. Two Board members shall be of the political party which cast the highest number of votes for Governor at that election. The Governor designates one member of the board as the secretary.

Term: Four years; no member of the board, except the secretary, shall be eligible for more than two successive terms.

Secretary: Nancy Rodrigues, Surryterm expires 1/31/11

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Membership: **Gubernatorial Appointees**

Jean W. Cunningham, Richmond.....term expires 1/31/11
Harold Y. Pyon, Fairfax.....term expires 1/31/11

DEPARTMENT OF EMPLOYMENT DISPUTE RESOLUTION

Location: 600830 East Main Street, Suite 301
Richmond, Virginia 23219
Tel. (804) 786-7994 or 1-888-232-3842
Fax (804) 786-0111
Internet: www.edr.virginia.gov

Code Reference: § 2.2-1000

Purpose, Powers
and Duties: To establish a comprehensive program of employee relations management which includes alternative processes for resolving employee disputes; to establish and administer a grievance procedure and a statewide mediation program; to train human resource personnel and supervisors on employee relations management; to provide information and counsel employees in the resolution of conflict in the workplace.

Term: Pleasure of the Governor

Director: Claudia Farr, Richmond

INTERAGENCY DISPUTE RESOLUTION ADVISORY COUNCIL

Code Reference: § 2.2-4118

Purpose, Powers
and Duties: Conduct training seminars and educational programs for the members and staff of agencies and public bodies and other interested persons on the use of dispute resolution proceedings. Publish educational materials, as it deems appropriate on the use of dispute resolution proceedings. Report on its activities as may be appropriate and on the use of dispute resolution proceedings, including recommendations for changes in the law to the Governor and General Assembly.

Composition: Two dispute resolution coordinators from each Secretariat appointed by each Secretary, and three persons who are not employees of the Commonwealth, at least two of whom have experience in mediation, appointed by the Governor. The Secretary of Administration or his designee and the Director of the Department of Employment Dispute Resolution shall serve ex officio.

Term: Three years; no more than two consecutive three-year terms

Chair: Lisa Hicks-Thomas, Secretary of Administration

Members: **Gubernatorial Appointees**

Karen Asaro, Virginia Beach.....term expires 6/30/11
Geoffrey A. Drucker, Arlington.....term expires 6/30/11
Donita M. King, Mechanicsville.....term expires 6/30/12

Secretarial Appointees

Paul Bender, Department of Budget and Planning
Cindy Berndt, Department of Environmental Quality
Foster Billingsley, Commission for the Arts
Thomas Broyles, Department of Education
Lawrence Wilder, Office of the Secretary of Education
Joseph Damico, Department of General Services
Erin P. Williams, Department of Agriculture and Consumer Services

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Shirley Bray-Sledge, Virginia Employment Commission
John M. Gazzola, Department of Motor Vehicles
Kathleen Guinan, Department of Medical Assistance Services
Kelley L. Hellams, Virginia Information Technologies Agency
Deborah Howe, Department of Forestry
Leslie Hutcheson-Prince, Department for the Deaf and Hard of Hearing
Freddie Jones, Virginia Department of Transportation
John P. Kirby, Department of Criminal Justice Services
Jamie Lewis, Department of Historic Resources
Seward M. McGhee, Department of Correctional Education
Leigh Lyons, Department of Taxation
Carol A. Mitchell, Department of Professional & Occupational Regulation
Ernest G. Spratley, Department of Human Resource Management
Darlene Thompson, Virginia Information Technologies Agency

Ex Officio

Claudia Farr, Director, Employment Dispute Resolution
Lisa Hicks-Thomas, Secretary of Administration

DEPARTMENT OF GENERAL SERVICES

Location: 1100 Bank Street, Suite 420
Richmond, Virginia 23219
Tel. (804)371-7724 Fax (804) 371-8305
Internet: www.dgs.state.va.us

Code Reference: § 2.2-1100

Purpose, Powers and Duties: To provide support services to other state agencies in carrying out their programs, and prescribe rules and regulations.

Term: Pleasure of the Governor for a term coincident with that of the Governor.

Director: Richard F. Sliwowski

ART AND ARCHITECTURAL REVIEW BOARD

Code Reference: § 2.2-2400

Purpose, Powers and Duties: To review the acquisition of artworks and the design of buildings and structures by the Commonwealth, and advise the Governor of the artistic and architectural property thereof.

Composition: The Governor appoints five members: one shall be appointed from a list of architects nominated by the governing board of the Virginia Society of the American Institute of Architects, one from a list of persons nominated by the governing board of the University of Virginia, one from a list of persons nominated by the Board of Trustees of the Virginia Museum of Fine Arts, and two from the Commonwealth at-large, one of whom shall be a painter or a sculptor. The Director of the Department of Historic Resources or his designee shall serve as an ex officio member. The board elects a chairman.

Term: Four years; no more than two successive terms.

Membership: **Gubernatorial Appointees**

Kathleen O. Frazier, Staunton..... term expires 6/30/14
Charles L. McDowell, Richmond..... term expires 6/30/14
Clinton K. Good, Lincoln..... term expires 6/30/14
Gray S. Dodson, Arrington..... term expires 6/30/14

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Constance Wamock, Charlottesville term expires 6/30/14

Ex Officio

Calder Loth, Designee of the Director, Department of Historic Resources

**CITIZENS' ADVISORY COUNCIL ON FURNISHING AND INTERPRETING THE
EXECUTIVE MANSION**

Code Reference: § 2.2-2614

**Purpose, Powers
and Duties:**

To promote a greater understanding of the history and significance of the Executive Mansion, and guide development of research and publications to this end; encourage, approve, and accept contributions, bequests, and gifts or loans of furniture, works of art, memorabilia, and other property; purchase appropriate period furnishings and art; acquire or provide for accession and replacement of objects for the Executive Mansion either directly or through the Virginia Museum of Fine Arts.

Composition:

Membership shall not exceed thirty members appointed by the Governor; no employee of the Commonwealth or member of the General Assembly shall be eligible. The spouse of the Governor shall be the honorary chair.

Term:

Five years; members are eligible for reappointment one year after termination of appointment.

**Honorary
Chair:**

Maureen McDonnell, First Lady of Virginia

Membership:

Gubernatorial Appointees

Janet Geldzahler, Mechanicsville term expires 3/31/11
Jill Bussey Harris, Richmond term expires 3/31/11
Elizabeth S. Kostelny, Richmond term expires 3/31/11
Anne L. McCracken, Richmond term expires 3/31/11
Betsy Foote Casteen, Keswick term expires 3/31/11
Patricia Timm, Virginia Beach term expires 3/31/11
Bruce W. Tyler, Richmond term expires 3/31/11
vacant term expires 3/31/11
Faithe Norrell-Mickens, Richmond term expires 3/31/13
Maurice Beane, Richmond term expires 3/31/13
Virginia R. Holton, Weems term expires 3/31/13
Mary A. R. Howard, Charlottesville term expires 3/31/13
Kathryn Watkins, Midlothian term expires 3/31/13
Florence Lee Wellons, Earlysville term expires 3/31/13
Cessie Howell, Fredericksburg term expires 3/31/13
Leslie F. Gilliam, Keswick term expires 3/31/13
Ashley H. Peace, Mechanicsville term expires 3/31/13
Clay Davis Hamner, Richmond term expires 3/31/13
Patricia M. Kluge, Charlottesville term expires 3/31/13
Lauranett Lee, Richmond term expires 3/31/13
Daphne M. Reid, Petersburg term expires 3/31/13
Richard Edward Carter, Millers Tavern term expires 3/31/14
Laura Lee Garrett, Richmond term expires 3/31/14
Tyler Allen, Alexandria term expires 3/31/14
G. William Greer, Richmond term expires 3/31/14
Charles S. Macfarlane, Richmond term expires 3/31/14
Robert F. Strohm, Richmond term expires 3/31/14
Steven L. Wood, Lansdowne term expires 3/31/14
William C. Hall, Jr., Richmond term expires 3/31/14
Maureen D. Massey, Richmond term expires 3/31/14

DESIGN-BUILD/CONSTRUCTION MANAGEMENT REVIEW BOARD

Code Reference: § 2.2-2404

Purpose, Powers
and Duties:

The board shall review submissions by public bodies other than the Commonwealth ordinances and resolutions to determine if the process for the selection, evaluation, and award of a design-build or construction management contract is in compliance with the provisions of this chapter. The board shall review findings, develop guidelines, and make post-project evaluations of construction projects procured by design-build or construction management contracts entered into by public bodies other than the Commonwealth, including cost and time savings, effectiveness of the selection, evaluation and award of such contracts, and the benefit to the public body.

Composition:

Nine members appointed by the Governor as follows: two Class A general contractors selected from a list of recommendations by the Associated General Contractors; one architect and one engineer selected from a list of recommendations by the Consulting Engineers Council of Virginia, the Virginia Society of the American Institute of Architects, and the Virginia Society of Professional Engineers; and four representatives of public bodies other than the Commonwealth recommended by the Virginia Municipal League and the Virginia Association of Counties. The Director of the Division of Engineering and Buildings of the Department of General Services or his designee shall be a nonvoting member of the board, except in the event of a tie vote.

Term:

Four years; no more than two successive terms

Membership:

Gubernatorial Appointees

William E. Loughridge, Montpelierterm expires 6/30/10
Sharon P. Scott, Newport Newsterm expires 6/30/10
Carolyn B. Langelotti, Chesterfield.....term expires 6/30/11
Robert M. Mullins, Poundterm expires 6/30/11
Vernell A. Woods, Jr., Suffolk.....term expires 6/30/11
W. Edwards Bowman, Jr., Richmond.....term expires 6/30/12
Cheri Bright Hainer, Virginia Beachterm expires 6/30/12
Ahmed H. Hassan, Williamsburg.....term expires 6/30/12

Ex Officio

Robert B. Jones, Department of General Services

PURCHASE AND SUPPLY PROCUREMENT APPEALS BOARD

Code Reference: § 2.2-4365

Purpose, Powers
and Duties:

To establish an administrative procedure for hearing protests of a decision to award, appeals from refusals to allow withdrawal of bids, appeals from disqualifications and determinations of nonresponsibility, or any of these.

Composition:

Membership appointed by the Governor.

Term:

Pleasure of the Governor

Membership:

C. Edward Gibbs, Richmond
Marvis Marshall, Petersburg
Paul N. Proto, Richmond
Wendell L. Seldon, Richmond
Priscilla G. Shea, Williamsburg
Sidney L. Wells, Midlothian

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VIRGINIA PUBLIC BUILDINGS BOARD

Code Reference: § 2.2-2434

Purpose, Powers and Duties: To assist and advise the Governor and the Department of General Services in the preparation and maintenance of a long-range site plan at the seat of government, and in the determination of need for the acquisition of land, buildings and improvements, through purchases or construction.

Composition: Ten members: four members shall be appointed by the Speaker of the House of Delegates from the membership of the House of Delegates, two members shall be appointed by the Senate Committee on Rules from the membership of the Senate; three nonlegislative citizen members appointed by the Governor from the public at large; and the Director of the Department of General Services who shall serve as an ex officio member of the Board with voting privileges.

Term: Gubernatorial appointees shall serve for terms coincident with that of the Governor. Legislative members shall serve for terms coincident with their terms of office.

Membership: **Gubernatorial Appointees**

Juan A. Mencia, Great Falls
Stephen R. Romine, Virginia Beach
Carolyn Jefferson Moss, McLean

Senate Appointees

Senator Henry L. Marsh, III, Richmond
Senator Frederick M. Quayle, Suffolk

House Appointees

Delegate Robert H. Brink, Arlington
Delegate Riley E. Ingram, Hopewell
Delegate James P. Massie, Richmond
Delegate Lacey E. Putney, Bedford

Ex Officio

Richard F. Sliwowski, Director, Department of General Services

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Location: James Monroe Building
101 North Fourteenth Street, 12th Floor
Richmond, Virginia 23219
Tel. (804) 225-2237
Internet: www.dhrm.virginia.gov

Code Reference: § 2.2-1200
Purpose, Powers and Duties: To establish an effective personnel management system for state government in the balanced best interest of employees, management, and the citizens of the Commonwealth. The Governor appoints the director.

Term: Pleasure of the Governor

Director: Sara Redding Wilson, Richmond

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COUNCIL ON HUMAN RIGHTS

Location:	Jefferson Building 1220 Bank Street, 3 rd Floor Richmond, VA 23219 Tel. (804) 225-2292 Internet: www.chr.virginia.gov
Code Reference:	§ 2.2-2632
Purpose, Powers and Duties:	To safeguard all individuals within the Commonwealth from unlawful discrimination because of race, color, religion, national origin, sex, age, marital status, or disability, in places of public accommodation, including educational institutions, real estate transactions, and employment; to preserve the public safety, health, and general welfare, and to further the interests, rights, and privileges of individuals in the Commonwealth.
Composition:	Nine members appointed by the Governor, subject to confirmation by the General Assembly. The Governor designates a director and a chairman.
Term:	Board members serve four years; Director serves at the pleasure of the Governor.
Director:	Sandra D. Norman
Chairman:	Jon D. Strother, Springfield..... term expires 6/30/11
Membership:	Gubernatorial Appointees Charles F. Baugham, Sr., Richmond..... term expires 6/30/11 David A. Drachsler, Alexandria..... term expires 6/30/11 Mrs. Jagdish A. Singh, Chesapeake..... term expires 6/30/11 Jon D. Strother, Springfield..... term expires 6/30/11 Mary Studevart, Glen Allen..... term expires 6/30/11 Donald O. Campen, Jr., Richmond..... term expires 6/30/13 Dyana Mason, Richmond..... term expires 6/30/13 Deborah Segaloff, Norfolk..... term expires 6/30/13 Edward L. Strickler, Jr., Scottsville..... term expires 6/30/13

VIRGINIA COUNCIL ON HUMAN RESOURCES

Code Reference:	§ 2.2-2675
Purpose, Powers and Duties:	To advise the Secretary of Administration on issues and concerns of state retirees and active employees regarding health insurance coverage and other health-related benefits. The Council shall be charged with the responsibility of monitoring the Commonwealth's equal employment opportunity practices so as to assure that such practices fulfill the Commonwealth's obligations of providing equal opportunity to all employees and applicants.
Composition:	<p>The Council shall consist of seventeen members. Eight nonlegislative citizen members shall be appointed by the Governor, subject to confirmation by the General Assembly, as follows: two state employees in management positions, two state employees in non-management positions, one retired state employee, one citizen member, one member that is either a teacher or a member of a local school board and one member from local government as defined in § 2.2-1204.</p> <p>Four nonlegislative citizen members shall be appointed by the Speaker of the House of Delegates as follows: one state employee, one retired state employee, and two citizens. Three members shall be appointed by the Senate Committee on Rules as follows: one state employee, one retired employee, and one citizen. In</p>

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addition, the Director of the Department of Human Resource Management and the Director of the Department of Employment Dispute Resolution, or their designees shall serve as ex officio members without voting privileges.

Term: Four years; no more than two successive four-year terms.

Membership: **Gubernatorial Appointees**

Sheryl Holland Smith, Sandston term expires 9/30/11
Elaine J. Yeatts, Richmond..... term expires 9/30/11
Sabrina C. Johnson, Fredericksburg term expires 9/30/12
Patricia Wilkins Jones, Richmond..... term expires 9/30/12
Charlotte A. Moore, Roanoke..... term expires 9/30/12
Carol L. DeFilippo, Centreville term expires 9/30/13
Suzanne Puryear, Norfolk..... term expires 9/30/13
Jo Anne P. Maxwell term expires 9/30/13

Senate Appointees

William R. Ermatinger, Newport News..... term expires 9/30/12
John Garrett, Richmond..... term expires 9/30/12
Norma E. Szakal, Midlothian..... term expires 9/30/12

House Appointees

James Frogue, Arlington..... term expires 9/30/12
Anne R. Howard, Richmond..... term expires 9/30/12
Wayne J. Ozmore, Jr., Chester..... term expires 9/30/12
Barbara Stafford, Pearisburg..... term expires 9/30/12

Ex-Officio

Claudia Farr, Director, Department of Employment Dispute Resolution
Sara Redding Wilson, Director, Department of Human Resource Management

DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

Location: 1111 East Main Street, Suite 300
Richmond, Virginia 23219
Tel. (804) 786-6585 Fax (804) 371-9736
Internet: www.dmb.e.virginia.gov

Code Reference: § 2.2-204, amended Executive Order Number 10 (06)

Purpose, Powers and Duties: To work collaboratively with public and private industries to aggressively pursue supplier diversity by creating contracting opportunities and promoting fairness in the state's procurement process for Small, Women-owned and Minority-owned Businesses.

Term: Pleasure of the Governor

Director: Ida McPherson